



CALIFORNIA STATE CONTROLLER’S OFFICE

OPEN EXAMINATION FOR
STAFF SERVICES MANAGEMENT AUDITOR
MONTHLY SALARY
Range A \$2764-\$3048
Range B \$2851-\$3300
Range C \$3418-\$4155

WHO MAY APPLY	Applications will be accepted on a continuous basis . This examination is generally conducted in the Spring and Fall of the year.		
CONTINUOUS FILING	<p>Testing periods may be set at any time according to the needs of the Department. Applications received after the cutoff date will be added to the next testing period.</p> <p>Submit an Application for Examination (STD Form 678)</p> <table><tr><td>By Mail to: STATE CONTROLLER'S OFFICE HR-Examination Unit P.O. Box 942850 Sacramento, CA 94250-5877 Attention: D. Spring</td><td>Walk in: STATE CONTROLLER'S OFFICE HR-Examination Unit, 6th Floor 300 Capitol Mall Sacramento, CA 95814 Attention: D. Spring (916) 322-2791</td></tr></table> <p>Qualified candidates using the continuous filing process, will be notified by mail when and where to appear for an interview. Interview locations will be scheduled based on candidate pool.</p>	By Mail to: STATE CONTROLLER'S OFFICE HR-Examination Unit P.O. Box 942850 Sacramento, CA 94250-5877 Attention: D. Spring	Walk in: STATE CONTROLLER'S OFFICE HR-Examination Unit, 6 th Floor 300 Capitol Mall Sacramento, CA 95814 Attention: D. Spring (916) 322-2791
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SPECIAL TESTING REQUIREMENTS	If you have a disability and need special testing arrangements, mark the appropriate box of the Examination Application. You will be contacted about specific arrangements.		
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>Education Requirements: Equivalent to graduation from college preferably with a major in accounting, business administration, public administration, or economics and with a minimum of six semester units of accounting. (Registration as a senior in a recognized institution will admit applicants to the examination for Staff Services Management Auditor but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.)</p> <p>Experience Requirements: No experience required. Applicants must meet the education requirements.</p> <p>NOTE: Applications must contain information on all accounting, auditing, business law and related courses completed including; the title, number of semester or quarter credits granted, name of institution and completion date.</p>		
SPECIAL PERSONAL CHARACTERISTICS	Willingness to travel and work away from the employee's office.		
THE POSITION	<p>The Staff Services Management Auditor classification is a recruiting, training and development class for qualified persons who, under close supervision, learn management auditing methods.</p> <p>Positions exist in Sacramento. Positions may exist in Culver City.</p>		
EXAMINATION INFORMATION	<p>This examination will consist of an interview weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be obtained.</p> <p>Qualifications Appraisal Interview– Weighted 100%</p> <p>SCOPE:</p> <p>A. Knowledge of:</p> <ol style="list-style-type: none">Principles and practices of:<ol style="list-style-type: none">Organizational managementAccountingAuditing <p>B. Ability to:</p> <ol style="list-style-type: none">Learn and apply general and specialized accounting and management audit principles and procedures.		
ELIGIBLE LIST INFORMATION	<p>For a continuous filing examination, names of successful candidates are merged onto the eligible list in order of final score by effective date.</p> <p>Eligibility expires twelve months after the effective date. Candidates may only test once within a twelve-month period.</p>		
VETERANS AND CAREER POINTS	Credit may be added to the final score of successful candidates who have requested these points and submit Form 1093 to the State Personnel Board.		

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

SALARY RANGES	<p>Range A: \$2764-\$3,048 This range shall apply to persons who do not meet the criteria for payment in any other range.</p> <p>Range B: \$2,851-\$3,300 This range shall apply to persons who have satisfactorily completed the equivalent of six months of Staff Services Management Auditor experience, and to persons who have the equivalent to six months of satisfactory experience of State service performing management auditing duties similar to those of a Staff Services Management Auditor.</p> <p>Range C: \$3,418-\$4,155 This range shall apply to persons who have satisfactorily completed the equivalent of 12 months of Staff Services Management auditor (Range B) or 18 months of Staff Services Management Auditor experience; and to persons who have the equivalent o 18 months of satisfactory experience outside state service performing management auditing duties similar to those of Staff Services Management Auditor.</p>
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GENERAL INFORMATION

It is the candidate's responsibility to contact the State Controller's Office, Examination Unit (916) 324-0811, three days prior to the written test date if the candidate has not received a Notice.

For an examination without a written feature it is the candidate's responsibility to contact the State Controller's Office, Examination Unit (916) 324-0811, three weeks after the final file date if the candidate has not received a progress Notice.

If a candidate's Notice of interview or Performance Test fails to arrive prior to the day of the interview due to verified postal error, the candidate will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department, the State Controller's Office, or you may log onto www.spb.ca.gov.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this announcement will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Controller's Office reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Promotional Examination Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provision of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications, including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Criminal Record Clearance Information: *Some* positions, within various divisions of the State Controller's Office, are subject to fingerprinting and criminal records check requirements. This check will be completed by the Department of Justice. Applicants will be notified during the hiring process if the position is affected by the criminal record clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.

Interview Scope: If an interview is conducted, in addition to the scope described above, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and regency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of experience. Evaluation of a candidate's personal development will include consideration of their recognition of their own training needs; their plans for self-development; and the progress made in their efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device

California Relay Telephone Service for the deaf or hearing impaired
from TDD Phones: 1-800-735-2929
from Voice Phones: 1-800-735-2922

UPON REQUEST, THIS DOCUMENT CAN BE PRODUCED IN BRAILLE OR LARGE PRINT.

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